

The Department of Employment Services (DOES) has several programs to help young people in the District of Columbia make a smooth transition into the workforce. The programs are designed to assist teens transfer the valuable skills learned in the classroom to the workplace.

### Passport to Work

The Passport to Work program prepares District youth to successfully enter the 21st century labor market by providing them with a continuum of innovative, year-round services. Passport to Work consists of three primary components: the summer program which provides temporary employment opportunities through the subsidized **SummerWorks** program and its private and federal sector initiatives, the in-school program which provides paid employability training and academic enrichment activities, and the Out-of-School Program which provides subsidized employment and vocational training to youth who are no longer enrolled in school.

### Youth Opportunity (YO) Program

The Youth Opportunity (YO!) Program was developed with a five-year, \$32 million Youth Opportunity Grant (YOG) that is funded by the U.S. Department of Labor. The program offers out-of-school District youth, in pre-designed communities, a variety of careers by combining school-based learning with work-based learning experiences. In addition, the grant enables DOES to fund six Youth Opportunity Centers:

**Action to Rehabilitate Community Housing**

1227 Good Hope Road, S.E.

**Covenant House of Washington**

3400 Martin Luther King, Jr. Avenue, S.E.

**DC Link and Learn**

1000 U Street, N.W.

**Friendship House**

619 D Street, S.E.

**Latin American Youth Center**

1419 Columbia Road, N.W.

**United Planning Organization**

**Quantum Program**

301 Rhode Island Avenue, N.W.

These centers and several project partners work in conjunction with DOES to provide job training, life skills, mentoring, military enlistment information, apprenticeships, high school diploma or GED preparation, placement and retention in post-secondary education, counseling, tutoring and recreational activities.

### Mayor's Youth Leadership Institute

The Mayor's Youth Leadership Institute is a year-round program to train District of Columbia youth in the concepts of leadership and self-development. Members of the Institute come from a wide cross-section of ethnic, cultural, and economic backgrounds, reflective of the general population of the city. Leadership development training begins for members of the Institute at age 14, and generally concludes at age 17, when they are ready for college. The Institute is strongly supported by two auxiliary groups, the Parents Association and the Alumni Association, which meet regularly to generate support for the Institute.

For more information about Youth programs, contact Office of Youth Programs:

D.C. Department of Employment Services  
625 H Street, N.E.  
Washington, D.C. 20002  
(202) 698-3492



**Department of Employment Services**

77 P Street, N.E.  
Washington, D.C. 20002  
[www.does.dc.gov](http://www.does.dc.gov)



Millions of workers lose their jobs each year due to layoffs or economic transition. In the District of Columbia, layoffs drastically impact our workers, their families and our local economy. It is the primary goal of the Dislocated Worker Program to prevent layoffs when possible, respond rapidly when layoffs are announced, deliver services to meet the needs of the individual, and support public education to maximize awareness of these resources.

The District of Columbia's Department of Employment Services (DOES) is ready to respond with a range of re-employment services available to workers who are laid off. Our core services include job search and job placement assistance as well as useful labor market information. DOES has created a network of local One-Stop Career Centers that provide comprehensive services including career counseling, employee assessment, the development of a personal employment plan, and workshops such as job-seeking skills, interviewing and resume development to enhance the dislocated worker's job search. As part of a national partnership program to help dislocated workers, DOES helps laid off job seekers by providing initial services and referral to our One-Stop Career Centers through our Rapid Response Assistance program.

In addition to providing hands-on, job seeking tools, DOES will assist laid off workers with services that are unique to their situation. Many laid off workers are eligible for Unemployment Insurance while they receive our services and may also be eligible for additional compensation if they lost their jobs due to the impact of foreign trade. Services also address unique situations of large-scale layoffs and job losses caused by other unexpected events such as the September 11th crisis and natural disasters.

For companies facing the possible decision of layoffs, DOES will work with management in planning for a comprehensive downsizing strategy that will benefit both the company and its workforce. Affected workers may also be eligible to receive free job training benefits, as well as supportive services assistance.

For information about our programs for dislocated workers, please contact the Department of Employment Services at (202) 724-7000, or visit our website at [www.does.dc.gov](http://www.does.dc.gov)



The **Metro Tech** project, a unique collaboration among the District of Columbia, Maryland, and Virginia, helps metro-area employers fill information technology (IT) positions. This initiative brings together employers, workers, and the government to meet the 21st century technology challenge. Metro Tech develops recruitment and training strategies by working closely with technology industry employers to identify job openings and the specific skills needed to meet the demands of those positions.

The **Apprenticeship Program** combines on-the-job training with classroom instruction and teaches workers the practical and theoretical aspects of highly skilled occupations. Prospective employers work with Apprenticeship representatives to develop on-the-job training plans, related classroom instruction, and operating procedures. DOES is responsible for testing, referrals, and monitoring of the program.



The **Senior Community Service Employment Program** provides meaningful part-time paid work experience in community services to low income elderly District of Columbia residents. The program allows participants to work 20 hours a week in minimum wage community service positions while promoting transition to unsubsidized jobs. Participants receive vocational counseling, aptitude and proficiency testing, job training, job referral assistance, and personal counseling/referrals.

The Department of Employment Services' **Project Empowerment Program** is a multi-component program. Participants begin with an orientation and pre-employment assessment and are given an individually tailored employability plan. They then participate in job-readiness training that is followed by subsidized employment, adult basic education, occupational skills training, supportive services intervention, the job club and placement in unsubsidized employment. DOES follows up with job retention services for one year. Our goal is to provide the maximum amount of support possible for both participant and employer.

## WORKER PROTECTION PROGRAMS

### The Office of Workers' Compensation

The Office of Workers' Compensation (OWC) processes claims and monitors the payment of benefits to injured private-sector employees in the District of Columbia. The program mediates disputes between claimants and employers (or their insurance carriers), and monitors employers to ensure compliance with insurance coverage requirements.

The program also administers the Special Fund, which provides benefits in cases of uninsured employers or in situations where an injury combines with a pre-existing disability and causes a substantially greater disability. Furthermore, the Office of Workers' Compensation approves lump-sum settlements, assesses penalties and fines for non-compliance with the law and monitors vocational rehabilitation.

For more information please contact:

Office of Workers' Compensation  
Labor Standards Bureau  
77 P Street, N.E., 2nd floor  
Washington, D.C. 20002  
(202) 671-1000



### Office of Occupational Safety and Health

The Office of Occupational Safety and Health (OSH) provides on-site consultation services to private sector employers in the District of Columbia. OSH establishes and maintains a safety and health management program that ensures, to the maximum extent possible, a safe and healthful work environment for employees.

The following services are offered at no cost:

- Voluntary safety and health consultation visits, including training and program assistance
- Technical assistance and advice
- Inspections in accordance with U.S. Occupational Safety and Health Administration (OSHA) standards
- Investigations of complaints of work-related physical and health hazards, injuries, and accidents
- Investigation of the causes of significant occupational injuries or illnesses resulting in disability or death that occur in the District of Columbia
- Technical and educational assistance and training to employees and employers, in an effort to promote safety and health standards on the job
- Recommendations for corrective action and engineering control to abate detected hazards
- Re-inspection for compliance with all notices containing serious violations

For questions or concerns regarding D.C. government worksites, contact the Office of Risk Management at (202) 727-8600.

For more information about the Office of Occupational Safety and Health, please contact:

Office of Occupational Safety & Health  
Labor Standards Bureau  
D.C. Department of Employment Services  
77 P Street, N.E. 2nd floor  
Washington, D.C. 20002  
(202) 671-1800

## ONE-STOP CAREER CENTERS

The economic and social future of the District will be greatly influenced by the quality and productivity of its workforce. In order to continue to attract and retain "new economic" business investments, the District has made a substantial commitment to developing its human resources.

The D.C. Department of Employment Services One-Stop Career Center system, D.C. Networks, offers comprehensive workforce development services to job seekers and employers. Available services include:

- Vocational Assessment/Planning
- Career Counseling
- Access to Labor Market Information
- Access to Job Search Resources including the Internet
- Job Search Assistance/Workshops
- Job Placement Assistance
- Occupational Skills Training
- Adult Basic Education
- Applicant Pre-Screening and Testing
- Mass Recruitment
- Job Fairs

All One-Stop Career Centers are open to District of Columbia employers and residents. Use of center resources are completely free.

In addition to on-site services, the Virtual One-Stop system provides a user-friendly self-service entrance to employment services for public use. Employers are able to post job openings, review resumes online, and schedule job interviews without any staff intervention or assistance. Those seeking jobs can self-register, prepare and distribute resumes online, apply for jobs, search for vocational training, and research the job market.

### One-Stop Career Center Locations:

#### **South Capitol One-Stop Career Center/CVS pharmacy**

4049 South Capitol Street, S.W.  
Washington, D.C. 20032

#### **Judiciary Square Satellite One-Stop Career Center**

441 4th Street, N.W., Ground Level  
Washington, D.C. 20001

#### **Franklin Street One-Stop Career Center**

1500 Franklin Street, N.E.  
Washington, D.C. 20001

#### **Naylor Road One-Stop Career Center**

2626 Naylor Road, S.E.  
Washington, D.C. 20020

#### **A Phillip Randolph Worker Center/Satellite One-Stop Career Center**

6210 North Capitol Street, N.W.  
Washington, D.C. 20011

#### **Business Improvement District (BID) Satellite One-Stop Career Center**

945 G Street, N.W.  
Washington, D.C. 20001

#### **US Veterans Assistance Center, Veterans Affairs Regional Office**

1722 I Street, N.W., Room 335  
Washington, D.C. 20421

#### **Euclid Street Satellite One-Stop Career Center**

1704 Euclid Street, N.W.  
Washington, D.C. 20009



#### **Department of Employment Services**

77 P Street, N.E.  
Washington, D.C. 20002  
[www.does.dc.gov](http://www.does.dc.gov)



## UNEMPLOYMENT INSURANCE

Unemployment insurance is a federal-state program that provides temporary weekly benefits to workers who become unemployed through no fault of their own, and who are able and available for work. The benefits paid to unemployed workers reduce the hardship of unemployment, help to maintain their purchasing power, thereby supporting the local economy, and help to stabilize the workforce so that local workers are available to employers when they are ready to be re-employed.

The cost of the unemployment insurance program is financed by payroll taxes paid by employers to both the state and the federal government.

Employers pay state unemployment taxes quarterly to the District of Columbia on the first \$9,000 of wages paid to each employee during the calendar year. These taxes finance the unemployment benefits that unemployed District workers receive. These monies are deposited in the District's Unemployment Insurance Trust Fund account in the U.S. Treasury, and may only be used for payment of unemployment insurance benefits.

Employers pay annual federal unemployment taxes to the Internal Revenue Service (IRS) on the first \$7,000 of wages paid to each employee during the calendar year. The federal unemployment tax that employers pay each April finances the administrative costs of State Unemployment and Job Service programs, as well as the federal share of programs that provide for extensions of the payment of benefits to unemployed workers, and the provision of repayable

federal loans to states who have depleted their benefit accounts. The federal employment tax is legislated by the Federal Unemployment Tax Act and is known as the FUTA tax.

Employers who submit state tax reports and pay state tax contributions on a timely basis, receive from the IRS, a 90% offset credit against the federal employment tax that they owe. Employers who receive the offset credit pay a federal employment tax of .8%, instead of 6.2% of the first \$7,000 they pay to each employee in a calendar year.

State Unemployment taxes are collected by the Department's Division of Tax. The Tax Division is located at 609 H Street, N.E., Suite 354, Washington, D.C. 20002. The office is open to the public from 8:30am to 4:30pm. For more information contact our call center at (202) 724-7000.





## AMERICA'S WORKFORCE NETWORK

America's Workforce Network is a nationwide network of workforce development organizations and resources. Information and services are provided to help employers find skilled workers and to help individuals manage their careers. These resources range from workforce-related services that are available nationwide via the Internet, to those available at One-Stop Career Centers throughout the country.

America's Workforce Network encompasses:

- Federal, state, and local agencies servicing young and old, veterans, and employers;
- Agencies helping people find their first job, a better job, or their dream job;
- Business professionals and community leaders who sit on State Workforce Investment Boards;
- Workforce professionals in local One-Stop Career Centers; and
- National Internet resources such as America's Job Bank at <http://www.ajb.org>.

By linking the wide array of workforce development services and tools, customers have easy access to a broad range of resources in their local communities. The location of One-Stop Career Centers, other local employment and training providers and basic information about available services may be accessed by calling America's Workforce Networks Toll-Free Help Line at 1-877-US-2Jobs (1-877-889-5627), or for the hearing impaired, 1-877-889-5627. Internet users can access the same information through America's Service Locator at <http://www.servicelocator.org>.



## EMPLOYER TAX CREDITS

The Work Opportunity Tax Credit encourages employers to hire job seekers from ten targeted groups by reducing employers federal tax liability by as much as \$2,400 for each new hire during their first year of work. Job seekers who qualify under this tax credit are: long term family assistance recipients, 18 to 24-year old food stamp recipients, veterans, vocational rehabilitation referrals, 18 to 24-year old residents of Empowerment Zones or Enterprise Communities (EZ/ECs), ex-felons or work-release inmates from low income families, recipients of Supplemental Security Income benefits, 16 to 17-year old EZ/EC residents hired as “Summer Youth Employees.”

The Welfare-to-Work Tax Credit encourages employers to hire long-term low income individuals by reducing employers’ federal tax liability by up to \$8,500 for each new employee hired during their first two years of work. New workers who qualify under this program are: individuals who have received Temporary Assistance for Needy Families (TANF) for at least 18 months or whose TANF eligibility has expired under federal or state law.

